



California Automated Travel Expense Reimbursement System

Table Submission

The Table Submission form must be signed by an authorized department representative and must be submitted with each table update. Faxed forms will not be accepted. Departments that email table updates must submit a Table Submission form with original signature before table updates are processed. Note: The calapprover and calprofile tables contain confidential data and must be submitted via diskette.

Mail diskettes or email table updates to the following:

State Controller's Office
Attn: CalATERS
Personnel/Payroll Services Division
300 Capitol Mall, Room 1019
Sacramento, CA 95814
calaters@sco.ca.gov



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Table Submission

Department Name: _____

UCM: _____

Table	Record Count	Delivery Method (Diskette/Email)	Records Loaded (SCO Only)
calapprover		*Diskette Only	
calprofile		*Diskette Only	
calaccount			
calxref			
calobject			
calreceipt			
caldivision			
calbranch			
calunit			

*The calapprover and calprofile tables contain confidential data and must be submitted via diskette.

Comments:

Authorized Department Representative	Date
Title	Phone Number
Email	Fax

Authorized department representative must have a signed Signature Authorization form on file with the Controller's Office.



SCO USE ONLY

Task	Analyst	Completed Date
Records Reviewed		
Records Loaded		
Diskette Returned		